



# CREATING EVENTS

## Learning Fundamentals - System Administrator Training

In Cornerstone's Learning platform, Events represents the overall packaging of your Instructor Led Training. Events contain the general information about the course, such as the description, the objectives, the vendor, and the subjects.

To create an **event**, navigate to:  
**ILT > MANAGE EVENTS & SESSIONS**

# 1

Select the **Create New Event** link

Legend

- Edit Evaluation
- View Evaluation Report
- Edit Event
- Copy Event

[Create New Event](#) [Export to Excel](#)

Event Name	Subjects
Advanced Leadership II	Management & Leadership Leadership 2 "Leadership 10"
Don't Throw Me Shade-Sales Effectiveness	Customer Service
Effective Communications	Productivity Training

# 2

On the **Properties** page give the event a **Name, Vendor, Description, Subject**, and other information

Properties

Event Name:

Event Number:

Vendor:

Training Hours: 0 hour(s) 0 minute(s)

Description: 

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Resources: [Add Attachment](#)

Objectives: 

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Available Languages:  Check all the languages that the user can see

Default Language: English (US) : This is the language in which the event is shown to the user

Accreditation:  Master  Fundamentals  Data Management

Additional Information:

Dress Code:

Exemption:

Exemption Type:

Resources: [Add Material](#)

Type	Title
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Subjects: [Add Subject](#)

Competencies: [Add Competency](#)

Skills: [Add Skill](#)

Options:  Active  Allow Users To Attend Multiple Sessions  Allow Internet Access



### 3

On the **Availability** page select which users can access the training

### 4

On the **Session Defaults** page, select the settings that will be inherited by newly created Sessions

Once an Event has been created, Sessions can be created for learners to attend.